

Oh Files 13

cmc

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1988 Logistics Conference Kickoff Speech (D/L's "State of the Office" Address)

STAT	FROM: <input type="text"/>	EXTENSION	NO.
STAT	OL Planning Officer		
	<input type="text"/>	DATE 23 March 1988	
	TO: (Officer designation, room number, and building)	DATE 3/23/88	OFFICER'S INITIALS
		RECEIVED	FORWARDED
	1. C/NBPO/OL 1J45 Hqs.		
STAT	2. C/P&TS/OL <input type="text"/>		
STAT	3. C/PMS/OL <input type="text"/>		
STAT	4. C/SS/OL <input type="text"/>		
STAT	5. C/B&ER <input type="text"/>		
	6. C/FMD/OL 3E14 Hqs		
	7. C/P&PD/OL 158 P&P Bldg.		
STAT	8. C/ACG/OL <input type="text"/>		
STAT	9. C/RECD/OL <input type="text"/>		
STAT	10. C/SD/OL <input type="text"/>		
STAT	11. C/IMSS/OL <input type="text"/>		
	12.		
	13.		
	14.		
	15.		

MEMORANDUM FOR: See Distribution

FROM:

OL Planning Officer

SUBJECT: 1988 Logistics Conference Kickoff Speech  
(D/L's "State of the Office" Address)

1. On 11 May, the Director of Logistics will deliver a speech in the Headquarters Auditorium as a kickoff to the 1988 Logistics Conference which will be held on 16 and 17 May out of town. As you may recall from previous years, this kickoff is open to all OL employees and all are encouraged to attend. As such, this speech serves as a "State of the Office" address which focuses on our accomplishments over FY87 and the first half of FY88, our present status, and the future of OL.

2. This year, the Director would like to make the presentation truly meaningful and in pursuit of that end, he would like your ideas concerning what you would like him to say. This relates to our past accomplishments, our present situations, and where we feel we are heading for the future. There are no strict guidelines. The Director simply wants to know what you feel is important to say to all of OL at this time. The following, however, are some loose topics the Director would like to address:

- What was our finest hour in terms of recent achievements?
- What specific efforts from individuals made a difference for OL?
- What are the gut issues facing us today?
- How is our environment changing and how are we reacting?
- What are our customer service goals that emerged at the recent OL Executive Conference and what are we doing toward reaching them?
- Have we reduced parochialism, and improved communication?
- How are we doing with regard to personnel tenets and career service?

3. Your response need not be formal. But it should contain meaningful content regarding your division/staff or OL in general that I can work into a draft speech. I'll need your responses by COB 31 March.

4. I'd also like to use this opportunity to express my great appreciation to your division/staff planning officers who have responded so well to our many recent requests for info, stats, and graphics. They're doing a great job in spite of the often short deadlines. Thanks a lot to all of you!

OL-4030-88



ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: 1988 Logistics Conference Kickoff Speech (D/L's "State of the Office" Address

Distribution: 1-Chief, New Building Project Office, OL  
1-Chief, Personnel and Training Staff, OL  
1-Chief, Procurement Management Staff, OL  
1-Chief, Security Staff, OL  
1-Chief, Budget and Fiscal Branch, OL  
1-Chief, Facilities Management Division, OL  
1-Chief, Printing & Photography Division, OL  
1-Chief, Agency Contracts Group, OL  
1-Chief, Real Estate & Construction Division, OL  
1-Chief, Supply Division, OL  
1-Chief, Information and Management Support Staff, OL  
1-OL Reader  
1-OL Files ✓  
1-IMSS Official  
1-IMSS Chrono  
STAT OL/IMSS/BB:bp (23 Mar 88)